

Chair Evaluation Process

College of Arts and Sciences

(March 2014)

Each chair/director must undergo an annual performance evaluation summarized in University [Policy 3.2.15](#). The evaluation is based on evaluations by the members of the faculty in March and a summary of professional accomplishments submitted to the Dean in late April (consult the timeline summary below).

Faculty members' Evaluations of Chairs/Directors are required by the policy of the Academic Senate. The evaluation form which faculty members fill out is the same across all departments/schools and will be distributed in late February or early March. The process is handled by the College Office and faculty members must return their evaluation forms to the College Office.

Chairs/Directors are provided with a statistical summary of responses and a typed version of the written comments in May.

The Dean assesses the faculty members' evaluations and summary of the chair/director's professional accomplishments in the context of the Department's effectiveness in addressing needs such as program, research productivity, or others identified in the budget process or program review.

Information that the Chairs/Director must submit to the Dean:

While the exact questions may vary somewhat from year to year, they have included the following types of requests for information:

1. List of major accomplishments as an administrator during the past year (May 1 – April 30) and how these relate to the major goals set for the past year. A list of activities typically include the following:
 - a. Department/School Specific Policy/Curricular Initiatives
 - b. Department/School Budget Activities
 - c. Department/School External Relations Activities
 - d. Chair/Director University Committee Participation
 - e. Chair/Director Administrative Development Activities
2. Outline of primary administrative objectives for the next academic year.
3. List of teaching accomplishments during the past academic year, including courses taught, supervision of theses, dissertations, independent student work and any other relevant information. Summary results of any evaluations of teaching must be included.
4. Detail scholarly and grant/contract activities/accomplishments.
5. Chair/Director Awards and recognition.
6. Updated CV

7. Self-Assessment Statement (not to exceed five single spaced pages): The self-assessment provides an opportunity to summarize your goals and the fulfillment of such goals as a faculty member and Chair/Director as well as those of the Department/School. The self-assessment should include goals related to the teaching, research, and service mission of the Department or School. The self-assessment should also include other activities such as faculty mentoring and evaluation, the development of external relationships, projected major tasks for the upcoming academic year, and your personal reflections.
8. Other information considered relevant.

Timeline Summary:

- late February or early March: College distributes evaluation forms to each department/school
- March 2: Chairs/Directors make available any relevant materials to the department/school
- March 31: Evaluation survey closes at 4:30 pm.
- Last Monday in April: Chairs/Director must submit review portfolios to the dean by 4:30 pm.
- May 31: Dean communicates the overall outcome of the evaluation to the Chair/Director in a letter